

**LIMITED DELEGATION OF AUTHORITY FOR ENTERING AND EDITING DATA IN THE
INDIANA GATEWAY WEBSITE**

I.LIMITED DELEGATION OF AUTHORITY

Name of Delegating Official (person giving rights): _____

Name of Delegate (person receiving rights): _____

Email address of the Delegate (person receiving rights): _____

Name of Unit: _____

Application: (select one or more): Budget Forms _____ Debt Management _____ TIF Management _____

Access Type (select one): Submit (debt only) _____ Edit _____ Read-only _____

I, the undersigned Delegating Official, pursuant to the authority vested in me for the submission of budget forms through the Gateway website on behalf of the Unit, hereby delegate to the above-designated Delegate the following authority for the limited purposes set forth below:

1. Delegate may enter and/or edit data (as designated above) on my behalf into the Gateway website to prepare budget forms that will be submitted by the Unit to the Department of Local Government Finance (Department) for the budget year.
2. Delegate may access the Unit's Gateway website by means of the login and password created and distributed by the Department to the Delegate.
3. This limited delegation of authority shall continue in effect until revoked.

I acknowledge that this Delegation does not affect the Unit's duties or responsibilities under the Indiana Code, and that I remain responsible for the accuracy, completeness, timeliness, and submission of all budget forms. I hereby represent that I have the real and apparent authority to sign this Delegation.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____

(Signature of Delegating Official)

(Typed name and title of Delegating Official)

II. ACKNOWLEDGMENT BY DELEGATE

I, the Delegate in the above and foregoing, hereby acknowledge and accept the terms of the limited delegation of authority.

(Signature of Delegate Official)

(Typed name and title of Delegate)

NOTICE OF LIMITATION OF LIABILITY BY DEPARTMENT

Upon receipt of a fully executed Limited Delegation of Authority from a local government unit, the Department will provide the unit's delegate with a login and password for access to the unit's Gateway site. The Department is not a party to such a Delegation and has no other responsibility or liability in connection therewith. The Department does not assume any liability or responsibility for the work product or actions of the delegate, or for the accuracy, completeness, timeliness or usefulness of any material displayed or distributed through the Gateway website database. The Department makes no warranty, express or implied, with respect to the information included in the Gateway website database and has no responsibility or liability therefor.